

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
FEBRUARY 6, 2020**

I. Call to Order

The meeting was called to order by Chair, Catleya Maralit at 3:32 P.M.

II. Roll Call

Present	Absent	Guests
Catleya Maralit, Chair	Whitney Chabela	
Arrah Enaw, Co-Chair	Dulce Hernandez	
Kristen Pichler, Exec. Sec’y		
Whitney Chabela		
Christopher Hernandez		
Celeste Garcia		

III. Approval of Agenda

M/S/P: (Enaw/Garcia) to approve the meeting agenda of February 6, 2020.

Unanimously approved 4-0-0.

IV. Approval of Minutes

M/S/P: (Garcia/Hernandez) to approve the meeting minutes of November 14, 2019.

Unanimously approved 4-0-0.

V. Chair’s Report

Chair Maralit welcomed committee members back and expressed her hope that they had had a relaxing and rejuvenating break. She also wished committee members good luck in the semester ahead, and remarked that *“this was it,”* for graduating seniors with the exception of those going on immediately to grad school. She asked Vice Chair, A. Enaw to introduce the ice breaker. Enaw invited committee members to take something out of their purses or backpacks that was personal to them and share why it was important. Committee members obliged and member’s shares were reflective and deeply felt. Chair Maralit then introduced new Personnel Committee member, Chidum Ekpe, and asked committee members to introduce themselves for Ekpe’s benefit.

VI. Action Items

A. New Policy – Temporary Pay Increases for Regular Employees

Chair Maralit directed the committee’s attention to the proposed policy, Temporary Pay Increases for Regular Employees. She briefly recapped the policy, which was discussed in detail at the November meeting, and then took considerable time to outline the procedures that were recommended as part of the policy and review the chart of temporary pay increases.

Committee member, Hernandez, asked how percentages were determined. Executive Secretary, Pichler explained that the way that job descriptions are written, essential duties are grouped together into categories, and each grouping is assigned a percentage of time spent on execution. Temporary increases would be reflective of essential duties assigned. Chair Maralit then asked committee members to take turns reading the examples provided as part of the policy.

M/S/P: (Garcia/Arrah) to approve the Temporary Pay Increase Policy for Regular Employees
Unanimously approved 4-0-0.

B. Updated Policy – Bonuses for Regular Employees

Chair Maralit directed the committee's attention to the proposed updated Bonus Policy for Regular Employees and explained that the red-line version has been provided for purposes of transparency so committee members can see what's changed, while the clean copy is the new recommended policy. The committee reviewed updates to the policy, which references the temporary pay increase policy, and Maralit had committee members read each of the options provided on the 3-Option Memo. Vice Chair Enaw asked why the Associate Director, Finance and Business Services had been removed from the Management Team. Executive Secretary Pichler said that the position wasn't eliminated, rather the title has been changed to Associate Director, Accounting and Finance.

M/S/P: (Hernandez/Ekpe) to approve the updated Bonus Policy for Regular Employees.
Unanimously approved 4-0-0.

C. Spring Meeting Schedule

Chair Maralit directed the committee's attention to the proposed meeting schedule for spring, 2020 and asked if there were any questions or concerns. There were none.

M/S/P: (Hernandez/Enaw) to approve the spring, 2020 meeting schedule.
Unanimously approved 4-0-0.

VII. Discussion Items

A. Goals Review

Chair Maralit directed the committee's attention to the 2019-20 committee goals. As of the 2/6/20 meeting, four of six goals have been completed and two remain. Chair Maralit also indicated that Executive Secretary Pichler had also added an additional "potential" goal. Committee member Hernandez inquired what might prohibit the committee from moving forward and completing the potential goal. Executive Secretary shared with the committee that based on her project list she might or might not have time to do the work required to bring the item to committee.

VIII. Announcements

Chair Maralit graciously acknowledged the amount of work the USU Human Resources Department routinely does, including planning and executing the USU's twice yearly Student Summit and GPS events. Executive Secretary Pichler thanked Maralit for her acknowledgement and passed the credit onto the Human Resources staff, who Pichler lauded as "exceptional."

VIII. Adjournment

The meeting was adjourned at 4:14 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary